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DD/S&T 3336/69

19 AUG 1969

MEMORANDUM FOR: Executive Officer, Office of Scientific  
Intelligence  
Executive Officer, Office of Elint  
Executive Officer, Office of Special Projects  
Executive Officer, Foreign Missile and Space  
Analysis Center  
Executive Officer, Office of Computer Services

SUBJECT : A. Briefing of Headquarters Building Emergency  
Evacuation Personnel

B. Updating of Emergency Evacuation Personnel  
Rosters

1. Attached you will find a memorandum from the CIA Safety Officer in which he has scheduled briefings of all Corridor and Stairwell wardens.

2. It is requested that you forward to the CIA Safety Officer through the Security Management Staff complete and up-dated emergency evacuation personnel rosters. The Safety Officer has requested that he receive these rosters by 9 September 1969.

Attachment:  
As stated

DC/SMS/DDS&T

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DD/S&T  
FILE COPY

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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DD/S&T# 322369

13 AUG 1969

**MEMORANDUM FOR:** Senior Emergency Officer, DCI  
Senior Emergency Officer, DDI  
Senior Emergency Officer, DDP  
Senior Emergency Officer, DDS  
Senior Emergency Officer, DDS&T

**SUBJECT:** Briefing of Headquarters Building Emergency  
Evacuation Personnel

1. The Safety Staff will conduct briefings of all Headquarters Building emergency evacuation personnel on 23 September 1969 in the auditorium. The briefings will last approximately one hour and will be conducted in two sessions:

1000 hours -- Corridor wardens

1400 hours -- Stairwell/Exit wardens

It is suggested that both principal and alternate wardens attend these briefings.

2. Due to transfer, space reassignment, etc., it is suggested that you revise and update your evacuation roster. Such revisions should be forwarded to the Safety Staff, Room [redacted] Building. If additional information is necessary, please contact the Safety Staff, ext. [redacted]

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[redacted]  
CIA Safety Officer

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